DOCUMENT RESUME

ED 482 544 SP 041 822

AUTHOR	Kesselman-Turkel, Judi; Peterson, Franklynn
TITLE	Research Shortcuts. Revised Edition. The Study Smart Series.
ISBN	ISBN-0-299-19164-8
PUB DATE	2003-00-00
NOTE	108p.
AVAILABLE FROM	University of Wisconsin Press, 1930 Monroe Street, Madison, WI 53711 ($6.95). Web site: http://www.wisc.edu/wisconsinpress/.
PUB TYPE	Guides - Classroom - Learner (051)
EDRS PRICE	Document Not Available From EDRS.
DESCRIPTORS	*Educational Research; Higher Education; Libraries; Research Methodology; Research Reports; Resource Materials; *Student Research; *Technical Writing; Writing Skills

ABSTRACT

This book presents 38 research shortcuts: (1) "Decide Who You're Researching For"; (2) "Make Sure You Know What Your Topic Is"; (3) "Isolate the Purpose of Your Research"; (4) "Keep Your Topic's Time Requirements Under Control"; (5) "Pick Out the Correct Working Title"; (6) "Prepare a Preliminary Outline"; (7) "Turn Your Research Needs into Precise Questions"; (8) "Determine What Kind of Answers You Need"; (9) "Decide Whether Your Answers Should Come from Secondary or Primary Sources"; (10) "Prepare a Work File"; (11) "Keep a Bibliography as You Go"; (12) "Key Your Notes for Easy Access"; (13) "Take Adequate Notes"; (14) "Keep Your Notes Legible and Segmented"; (15) "Head for the Right Library"; (16) "Learn the Library's Book Storage System"; (17) "Find the Storage Places for Periodicals"; (18) "Discover Where Pamphlets, Clippings, and Nonprinted Resources are Stored"; (19) "Use the Most Specific Resource Guides First"; (20) "Skim the Front Matter before You Use a Reference Guide"; (21) "Make Wise Use of Modern Aids to Research"; (22) "Ask the Librarian"; (23) "Research to Fit the Rule of Three"; (24) "Stick to Dependable Sources"; (25) "Skim for Your Answers"; (26) "Find Leads to Literature from Groups with Causes"; (27) "Write Letters that Get Your Questions Answered"; (28) "Make Face-to-Face Interviews Pay Off"; (29) "Use the Telephone or E-mail"; (30) "Become Your Own Expert"; (31) "Rethink Before You Write"; (32) "Zip Through Your First Draft"; (33) "Choose the Best Specifics in Your File"; (34) "Quote Wisely"; (35) "Paraphrase Carefully"; (36) "Know the Fine Line between Fair Use and Plagiarism"; (37) "Fiddle with Your First Draft"; and (38) "Print a First-Class Final Draft." (SM)

Reproductions supplied by EDRS are the best that can be made
from the original document.